

Congratulations from Employee Insurance Benefits!

If you would like to enroll your newborn in medical and/or life insurance, you have **60 days** from the date of birth to complete the following action items:

- ☒ Enroll him/her into the City of Tucson benefits enrollment system, **AND**
- ☒ The Benefits Office must receive a copy of the official birth certificate

☒ WHAT MUST I DO ON THE COMPUTER?

- Log in at the enrollment website: www.buckhrrsolutions.com/cityoftucson
 - Be sure you are on a PC (not a MAC) using Internet Explorer
 - Log in by following the instructions outlined in the blue box
 - If you are having issues with your password, use the "Reset Your Password" link to reset your password to your date of birth
 - Be mindful that different screens require that you enter birth dates in different formats – each screen will indicate whether or not slashes are required
- Select "life events" and then "birth/adoption"
- Follow the prompts to add your newborn's information and select his/her medical and/or life insurance coverage
 - You may add your newborn to medical and/or dependent life insurance
 - If you would like to add your child to dental and vision, please remember to do so during open enrollment; newborns may be added to dental and vision only during open enrollment
- Be sure to select **CONFIRM MY ENROLLMENT** at the end of the process, or your changes will not be saved, and your request will not be received
- When you are done, you should see a "THANK YOU" screen
- Please print and retain a copy of your Confirmation Statement for your records

☒ WHERE DO I SEND/BRING THE BIRTH CERTIFICATE?

In addition to receiving your online request, the Benefits Office (5th Floor, City Hall) must also receive a copy of the **official birth certificate from Vital Records within 60 days of the date of birth** (day of birth is counted as day one).

- Our fax number is **520-791-5942**; please retain a copy of the fax receipt for your records
- If you have not received the birth certificate within 30 days of the date of birth, we recommend that you contact Vital Records at 520-243-7932 to obtain further direction about how to obtain the birth certificate within the 60-day deadline
- To pick up a birth certificate in person, take the hospital birth record to:
 - Pima County Health Department Vital Records Division
 - 3950 S. Country Club Road, Suite 100 (1st Floor)
 - Tucson, Arizona 85714, 1st Floor
 - (located on the corner of Ajo Way & Country Club Road - right beside UPH Kino Hospital)
 - Phone: 520-243-7932 or web: <http://www.pimahealth.org/birthdeath/index.asp#hours>

☒ BE SURE TO MEET THE DEADLINE!

Please be mindful of the 60-day deadline; the sooner you get it done, the better. The date of birth counts as day one (1). Unfortunately, if you miss the deadline for either (1) enrolling your child via the City's online enrollment system or (2) making sure the Benefits Office receives a copy of the birth certificate, your next opportunity to enroll your child will be the following medical open enrollment.

WHAT IF I DON'T HAVE MY CHILD'S SSN?

Not a problem! You may enroll a newborn without a SSN. If you do so, please call us at 520-791-4597 within **90 days** to provide your child's SSN to the Benefits Office.

I ALREADY RECEIVED AN ID CARD FROM THE INSURANCE CARRIER? DO I STILL NEED TO DO THIS?

Yes! The coverage is only temporary and will be canceled after 60 days unless you complete the required steps outlined above.

Once again – **CONGRATULATIONS** from Your Insurance Benefits Team!